



3M Cloud Library Start-Up Guide

Download eBooks from TRACpac and the 3M Cloud Library. All you need is a PC or mobile device, an internet connection and your library card.

Step 1: Browse the TRAC 3M Cloud Library

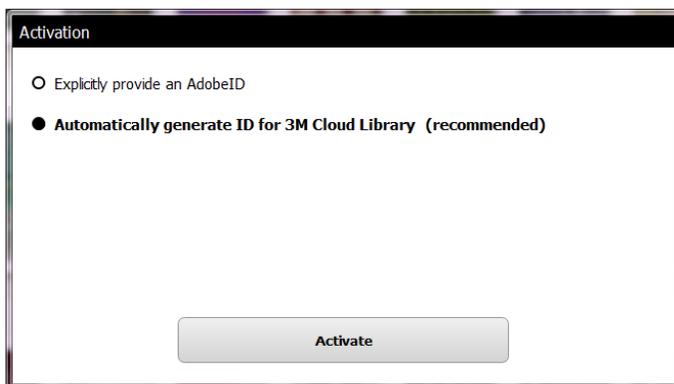
- Visit www.tracpac.ab.ca. On the left-hand side of the page, click on **Downloadable Audiobooks/eBooks**. Choose **3M Cloud Library**.
- Browse the collection.

Step 2: Download the App

- To check out and read 3M Cloud Library eBooks, download the **3M Cloud Library App** for your PC or mobile device.
- To find the correct App, click on the **Reader Apps** button at the top right-hand side of the page.



- You will be re-directed to the 3M Cloud Library website. From the links provided, choose the appropriate App for your device.
- Once the App is downloaded, login by choosing your Country, Province, Library (TRAC), and entering your library card barcode number and PIN. Check off the box to accept the legal terms and click Login.
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Step 3: Check out and read eBooks

- Browse the featured eBook **Shelves, Collections**, or **Search** for specific titles, authors, or subjects.
- Place holds on items not currently available for check out by clicking the **Add to Holds List** button. You will be notified by email when the eBook becomes available for check out. You will have **7 days** from the date the email was sent to borrow the item.
- Check out available eBooks by clicking the **Check Out** button. You are able to check out up to **10 titles** at one time.
- The automatic loan period is **21 days**.

Step 4: Transfer eBooks to your eReader

- If you have an eReader, use the PC App to borrow and transfer eBooks.
- Once you have checked out the title(s) you wish to transfer, go to the **My Books** tab.
- Connect your eReader to your computer through the USB port.
- Once your computer recognizes your device, a **Transfer to Device** button will appear on the checked out eBook cover image. Click on the button to complete the transfer.

Step 5: Returning eBooks

- Your 3M Cloud Library eBooks will automatically be returned on the due date (21 days from check out).
- If you would like to return the title early, go to the **My Books** tab and click on **List View**.
- Click on the **Check In** button to the right of the chosen title.
- A **Ratings Box** will appear. If you choose to rate the book, click on the star rating you choose. If you do not wish to rate the title, simply close (X) the ratings box.
- The title will now be returned.





3M Cloud Library FAQs

FREQUENTLY ASKED QUESTIONS

What devices are compatible with the 3M Cloud Library?

Computers:

Windows

Mac

eReaders:

Kobo

Mobile Devices:

Apple

Android

How many titles can I check out?

You are able to have up to 10 titles checked out at a time.

How long do I get to keep the titles?

The loan period is **21 days**. Titles will automatically return at the end of the loan period, or you can return them early.

How do I return a title?

The titles automatically return at the end of the loan period. If you choose to return a title early, in the App, click on the **My Books** tab. In the **Currently Reading** section, click on the **List View** button. A **Check In** button will now appear beside each title.

I want a title that is checked out. What do I do?

If an item is not currently available, click on **Request this Download** to place a hold on it. Your holds are listed under the **My Books** tab.

What happens when I place an item on hold?

Once the title becomes available, you will receive an email with instructions to check the item out. The item will be held for **7 days** from the time of your email notification. If you do not check it out within the 7 days, your hold will be removed and it becomes available to the next person in the holds queue.

Do I need an Adobe ID to download 3M Cloud Library eBooks?

An adobe ID is required; however you may choose to automatically activate the app if you do not already have a personal Adobe ID. **It is recommended that you create a personal Adobe ID.** This ID will allow you to use all library eBook services (3M, OverDrive & Freading). To create a personalized Adobe ID, visit

www.adobe.com/ca/products/digital-editions/download.html

What is Adobe Digital Editions?

Adobe Digital Editions is an eBook reader software program from Adobe Systems. It is used for acquiring, managing and reading eBooks and other digital publications.

When installing the 3M Cloud Library Software on my

computer, I accidentally accepted the 3M Cloud Library ID instead of installing my personal Adobe Digital Editions ID. What should I do?

Follow the directions below for your version of the Windows operating system to delete the 3M Cloud Library ID from your computer:

For Windows 7 or Vista:

1. Go to the Start menu.
2. Search %appdata%
3. This should pull up a list of folders. Delete the 3M Cloud Library folder (basically just its cache, it is also where it stores an Adobe ID for DRM purposes).
4. Open Adobe Digital Editions and erase computer authorization by pressing CTRL + SHIFT + D
5. Re-authorize Adobe Digital Editions with your personal Adobe ID (under Help menu).
6. The next time you check out a book in the 3M Cloud Library App and open it, the 3M Cloud Library will use whatever Adobe ID your Adobe Digital Editions is authorized with. If you do not have ADE, it will ask if you wish to use the system-generated ID or to enter your own.

For Windows XP:

1. Go to the Start menu.
2. Click on "My Computer."
3. Choose the C drive.
4. Select Documents and Settings.
5. Go into the User folder or folder named with the Username for the computer.
6. Choose the Application Data folder (this may be hidden--if you can't find it go up the Tools Menu. Select: Folder Options->View->Show hidden files and folders.)
7. Find the 3M Cloud Library folder. Delete this (basically just its cache, it is also where it stores an Adobe ID for DRM purposes).
8. Open Adobe Digital Editions and erase computer authorization by pressing CTRL + SHIFT + D
9. Re-authorize Adobe Digital Editions with your personal Adobe ID (under Help menu).
10. The next time you check out a book in the 3M Cloud Library App and open it, the 3M Cloud Library will use whatever Adobe ID your Adobe Digital Editions is authorized with. If you do not have ADE, it will ask if you wish to use the system-generated ID or to enter your own.

How do I get more help?

In the App, click on the icon then click the **Online Help** button.

Still have questions? Contact your local library.